

**POSITION:** Cemetery Caretaker, WG-4754-3**NUMBER OF VACANCIES:** 6 Full time positions**TYPE OF APPOINTMENT:** Temporary, not to exceed 1 year.**SALARY RANGE:** \$12.60 TO \$14.70 per hour.**POSITION DESCRIPTION:** 7420A**NOTE 1:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 2:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**NOTE 3:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 4:** A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.**NOTE 5:** This is a Non-Bargaining Unit position.**LOCATION:** This position is located in the Willamette National Cemetery, Portland OR**TOUR OF DUTY:** This position is 8:00 am to 4:30 pm, M-F. The work conditions may require a change of duty.**AREA OF CONSIDERATION:** Any US citizen

**Displaced/Surplus Federal Employees:** Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. Caretakers at this grade perform tasks that require prior work experience or training. Duties include digging sockets for grave markers, realigning markers using picks and shovels, cutting grass with heavy walking-type power mowers, operating hand or gasoline driven pumps to empty water from open graves, and setting and aligning grave markers. The incumbent also operates garden-type tractors, fertilize plants, and prepare seedbeds. Incumbent operates equipment such as pneumatic tampers and large walking-type power mowers requiring skill to handle the machinery, and control to avoid accidents and property damage. Must also be knowledgeable of cemetery practices such as the string lining technique and the use of as level in aligning and setting markers.

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualifications Standards for WG-4754 series apply and may be reviewed in the Human Resources Management Division office. No specific amount of education, training, or experience is required. Applicants must demonstrate that they possess the knowledge, skill, and abilities needed to do the job.

**Rating Factors:** On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS**. **Failure to respond to rating factors will result in applicant not being referred for the position:** 1. Ability to do the work of a cemetery caretaker without more than normal supervision. (Screenout Element) 2. Ability to use and maintain tools and equipment. 3. Technical practices in cemetery caretaking. 4. Ability to interpret instructions, specifications, etc.

**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

**HOW TO APPLY:** You may submit [OF 612 \(Optional Application for Federal Employment\)](#), a resume, or other written format (i.e., SF-171). **(REQUIRED)** If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Service by the closing date:

- a. [OF-306, "Declaration for Federal Employment"](#) **(REQUIRED)**
- b. SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- c. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- d. [SF-15, "Application for 10-point Veteran Preference"](#) (with required documentation for proof). (if applicable)
- e. On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above. **(REQUIRED)**
- f. Appropriate proof of ICTAP eligibility. (if applicable)

**HOW TO OBTAIN FORMS:**Forms are available online at [www.va.gov/portland/hr](http://www.va.gov/portland/hr)**In Portland:**

VA Medical Center  
Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)  
Portland, OR 97239. Phone # (503) 273-5236

**If Mailing:**

VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above, no later than 4:30 p.m. on the closing date of the vacancy announcement. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.